

LaRC Management Planning Calendar

(Note: Timeframes are tentative since some items may be impacted by budgets or other Center/HQ issues.)

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>Technician of the Year Award Call – OHCM</p> <p>Admin. Prof. of the year Award Call – OHCM</p> <p>HJE Reid Award Call- SACB</p> <p>Qtr Facility Safety Head- SMAO</p> <p>Qtr Facility Coordinator Award- SMAO</p> <p>Qtr Environmental Stewardship Award- COD</p> <p>Outstanding Volunteer Award- OHCM</p> <p>Length of Service Awards Distributed to Orgs. - OHCM</p> <p>External Awards-OHCM Calendar of Events</p> <p>Reminder to AOs –Pull Qtrly Within-in Grade Report for Supervisors/Managers- OHCM</p> <p>LLSDP Call Rebecca Howlett</p> <p>PHRSS Rebecca Howlett</p> <p>OPM/Brookings Call for 2nd Half of Current FY Rebecca Howlett</p>	<p>Length of Service Awards Distributed to Orgs. OHCM</p>	<p>NASA George M. Low Award Call (Tentative) OHCM/OP</p> <p>Length of Service Awards Distributed to Orgs. External Awards - OHCM</p> <p>SES/ST Mid-Terms Anna Jackson</p> <p>Procurement Overview For New Supervisors Rebecca Howlett</p> <p>CFO Overview for New Supervisors Rebecca Howlett</p>	<p>Reminder to AOs-Pull Qtr Within-in Grade Report for Supervisors/Managers - OHCM</p> <p>NASA Systems Engineering Technical Excellence Award Call (Tentative)- Ctr Chief Engineer</p> <p>NASA CIO IT Summit Awards Call (Tentative)- OCIO</p> <p>Length of Service Awards Distributed to Orgs. - OHCM</p> <p>Qtr Facility Safety Head – SMAO</p> <p>Qtr Facility Coordinator Award – SMAO</p> <p>Qtr Environmental Stewardship Award - COD</p> <p>Outstanding Volunteer Award- OHCM</p> <p>LaRC Diversity Achievement Awards Call -OEOP Katrina Young/Debara Perry</p>	<p>Org. Performance Appraisal Plan-Final Performance Assessments/Ratings</p> <p>Establishment of New Performance Plans</p> <p>External Awards - OHCM</p> <p>Length of Service Awards Distributed to Orgs. OHCM</p> <p>Call Agency MLLP and Fellowships Rebecca Howlett</p> <p>Call Agency NASA FIRST Rebecca Howlett</p>	<p>Submission of Final Performance Appraisal Plan to OHCM.</p> <p>Quality Step Increase</p> <p>Nominees Due to OHCM/ERARC Meeting</p> <p>NASA Quality and Safety Achievement Recognition Award (QASAR) Call – SMAO (Tentative)</p> <p>Length of Service Awards Distributed to Orgs. OHCM</p>
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>New Performance Plan Certification due to OHCM</p> <p>Reminder to AOs - Pull Qtr Within-in Grade Report for Supervisors/Managers- OHCM</p> <p>Qtr Facility Safety Head – SMAO</p> <p>Qtr Facility Coordinator Award – SMAO</p> <p>Qtr Environmental Stewardship Award – COD</p> <p>Outstanding Volunteer Award – OHCM</p> <p>Length of Service Awards Distributed to Orgs.</p> <p>External Awards - OHCM</p> <p>OPM/Brookings Call for 1st Half of upcoming FY Rebecca Howlett</p> <p>Training Needs Assessment Consultations –Training Specialists</p>	<p>Center’s Honors Awards Ceremony (Tentative)</p> <p>NASA Honor Awards Call (Tentative)</p> <p>Incentive Awards Processing</p> <p>Length of Service Awards Distributed to Orgs. – OHCM</p> <p>Finish Millennium Prize Call</p> <p>Annual Training Call</p>	<p>External Awards – OHCM</p> <p>Length of Service Awards Distributed to Orgs. – OHCM</p> <p>SES/ST Finals/Devel. New Plans Anna Jackson</p> <p>“Leadership for a Democratic Society” Call for upcoming FY Rebecca Howlett</p>	<p>Reminder to AOs – Pull Qtr Within-in Grade Report for Supervisors/Managers - OHCM</p> <p>Qtr Facility Safety Head - SMAO</p> <p>Qtr Facility Coordinator Award – SMAO</p> <p>Qtr Environmental Stewardship Award – COD</p> <p>Outstanding Volunteer Award – OHCM</p> <p>Length of Service Awards Distributed to Orgs.- OHCM</p> <p>Exigencies Call Kate Spruill</p> <p>PHRSS Rebecca Howlett</p>	<p>Mid-term Performance Plan Certification due to OHCM</p> <p>NASA Blue Marble Awards Call (Tentative) – COD</p> <p>ARMD Associate Administrator Awards Call (Tentative) – ARD/OHCM</p> <p>Length of Service Awards Distributed to Orgs. OHCM</p> <p>Open Enrollment Dental/Vision Joan Whitley</p> <p>FEHB Program Open Season- NSSC</p> <p>Flexible Spending Account NSSC</p>	<div style="border: 2px solid black; background-color: yellow; padding: 5px;"> <p><u>POC Phone Extensions:</u></p> <p>Anna Jackson – 42573</p> <p>Rebecca Howlett – 43623</p> <p>Debara Perry – 49704</p> <p>Kate Spruill – 41808</p> <p>Joan Whitley – 42163</p> <p>Katrina Young - 43868</p> <p>NSSC – 1-877-677-2123</p> </div>